

RMS

SECRET

Records Management
Schedule

DD/P Records Management Officer
2010 "L"
Chief, Records Management Staff

(Hand Carried)

25 August 1959

FI Records Control Schedule

1. The attached Records Control Schedule (TAB A) for the FI Staff has been reviewed by the Records Management Staff. In general, the record series appear to be adequately identified and described and disposition instructions are carefully stated.

2. I agree with the disposition instructions proposed in the schedule for 312 of the 371 items and action on the approved items may be taken at any time. The remaining 59 items will require further evaluation by the Records Management Staff because:

a. Retention periods for similar items vary considerably in some instances.

b. The description of some items is inadequate for proper evaluation.

c. Disposition instructions are incomplete and difficult to accomplish in some instances.

d. Some items appear to have greater retention value than those stated in the schedule.

3. The items which require further evaluation are shown on TAB B. The best way to continue evaluation on these items is to discuss them with the persons who prepared the schedules. In some instances, it may be necessary to see examples of the records described. I will be glad to proceed along this line at your convenience.

4. I consider the FI Schedule to be a most significant one for the entire Agency, and, in particular, the DD/P area. I am quite anxious, therefore, to assist in any way possible to get it in operation.

5. The persons who prepared this schedule are to be commended for the efforts which they have made in their first attempt to develop such a significant and comprehensive Records Control Schedule.

Distribution:

- Orig - Addressee
1 - Records Disposition Br.
1 - RMS

Mgt/S/RMS [] fjm (25 Aug '59)

NOTE: The Schedule signed by both [] on 8/25/59 with the following note added: "See Memo of 25 August 1959 to DD/P/RMO, noting certain exceptions". [] retained his copy in his office of the Schedule.

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